



# Rural Workforce Innovation Network (RWIN) Grant Workshop – Part 1

# Agenda

Welcome

Opening Remarks and Introductions

Presentations

- Grants.gov
- SAM

Question and Answer

Closing





## **USDA Rural Development Innovation Center**

Chief Innovation Officer  
Jacqueline Ponti-Lazaruk

# Interagency Working Group on Coal and Power Plant Communities and Economic Revitalization



- The Interagency Working Group (IWG) was established by [Executive Order 14008](#), Sec. 218, on Jan. 27
- The IWG released an [Initial Report](#) with recommendations to catalyze robust economic activity and support workers in America's energy sector



*Initial Report to the President on Empowering Workers Through Revitalizing Energy Communities, Released April 23, 2021*



# Today's Presenters

Judy Ceresa  
Senior Program Advisor  
Grants.gov

Heather Honkomp  
Program Analyst  
USDA Rural Development

The logo for Grants.Gov features a blue rectangular banner with a 3D effect, appearing to be folded or layered. The text "Grants.Gov" is written in white, sans-serif font on the front layer of the banner.

Grants.Gov





# Training Topics

- Navigating Grants.gov
- Registration
- Search Grants
- What's In a Funding Opportunity?
- Applying with Workspace
- Track Application Submission
- Tips and Support Resources



# Navigating Grants.gov

# Navigating Grants.gov

## Search Grants and Applicant Tabs on the Homepage

The screenshot displays the Grants.gov homepage. At the top, the Grants.gov logo is on the left, and a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button is on the right. Below the logo, the tagline "FIND. APPLY. SUCCEED." is visible. The main navigation bar contains several tabs: "HOME", "LEARN GRANTS", "SEARCH GRANTS", "APPLICANTS", "GRANTORS", "SYSTEM-TO-SYSTEM", "FORMS", "CONNECT", and "SUPPORT". The "SEARCH GRANTS" and "APPLICANTS" tabs are highlighted with a red box. Below the navigation bar, a large banner features the text "The Grants.gov Mobile App" and "Quickly access grant search and notification tools through the Grants.gov Mobile App." Below this text are buttons for "Download on the App Store" and "GET IT ON Google Play". The banner also shows a hand holding a smartphone displaying the app's interface. Below the banner is a row of icons for various services: "SEARCH GRANTS", "GET STARTED", "GRANT POLICIES", "GRANT-MAKING AGENCIES", "PREVENT SCAMS", "COMMUNITY BLOG", "TWITTER FEED", "YOUTUBE VIDEOS", "ONLINE HELP", and "SUPPORT CENTER". At the bottom, there are three sections: "Apply for a Grant Using", "Preview: Introducing the Grants.g...", and "Scheduled Maintenance:".



# Navigating Grants.gov

## Applicant Resources: Videos, User Guide, Training Content, FAQs and More

[HOME](#) [LEARN GRANTS](#) [SEARCH GRANTS](#) [APPLICANTS](#) [GRANTORS](#) [SYSTEM-TO-SYSTEM](#) [FORMS](#) [CONNECT](#) [SUPPORT](#)

GRANTS.GOV > [Applicants](#) > [Applicant Training](#)


### APPLICANT TRAINING

**GRANT APPLICATIONS**

- » [How to Apply for Grants](#)
- » [Track My Application](#)

**APPLICANT RESOURCES**

- » [Workspace Overview](#)
- » [Applicant Eligibility](#)
- » [Organization Registration](#)
- » [Applicant Registration](#)
- » **[Applicant Training](#)**
- » [Applicant FAQs](#)
- » [Adobe Software Compatibility](#)
- » [Submitting UTF-8 Special Characters](#)
- » [Encountering Error Messages](#)



#### Training Resources and Videos for Grants.gov

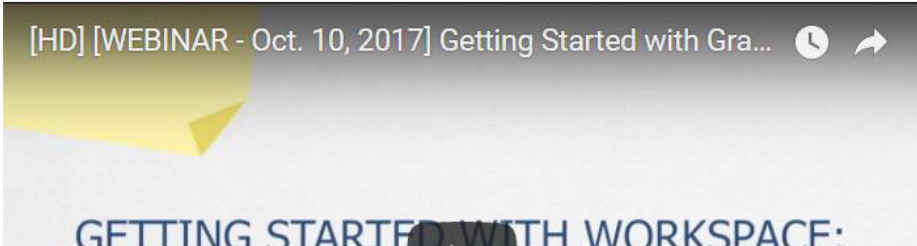
Whether you need a high-level introduction to the Grants.gov application process, or you are looking for a step-by-step explanation of a particular Applicant task, we encourage you to consult the resources on this page.

For more context and general information about the federal grants lifecycle, visit the [Grants 101](#) section under the [Learn Grants](#) tab.

#### Featured Video

**[WEBINAR] Getting Started with Grants.gov Workspace: Become a Workspace Wizard**  
*Updated on October 12, 2017*

Workspace is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications. With the Legacy PDF application retiring on December 31, 2017, Grants.gov provided this free webinar to help applicants get started using Workspace.



#### Help: Online User Guide

Find registration, search, and application instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

#### Applicant Overview

[Grants.gov Applicant Overview Training Presentation](#) - Everything you need to know about navigating Grants.gov as an Applicant.

[Grants.gov Presentation Request Form](#) - If you would like to request brochures or a complimentary Grants.gov presentation on the Find and Apply process, please fill out this form and submit it to [support@grants.gov](mailto:support@grants.gov).

For a step-by-step guide to organization applicant registration, check out the [Grants.gov Organization Applicant Registration](#) page.

# Navigating Grants.gov

## Highlights from the Learn Grants tab

**GRANTS LEARNING CENTER**

The Grants Learning Center is your gateway to the federal grants world. Bookmark this page and participate in our growing communities on Blog.Grants.gov and Twitter (@grantsdotgov).

**Grant Topics**

- Grants 101**  
Basics about the grant lifecycle & management
- Grant Policies**  
Laws & regulations for federal awards
- Grant Eligibility**  
Are you eligible to apply for grants?
- Grant Terms**  
Grant related terminology and acronyms
- Grant Agencies**  
Federal grant-making agencies
- Grant Systems**  
Tools & apps to register & manage grants
- Grant Programs**  
Financial assistance & benefits
- Grant Reporting**  
Learn about reporting & monitoring
- Grant Fraud**  
Recognize & avoid grant scams & fraud
- Grant Events**  
Upcoming grant trainings & conferences

**Community Blog**

Articles and resources that equip current and prospective members of the federal grant community with information, answers, and tools to make your job easier.

**Workspace Celebrates Two Years**  
11/8/17 11:00 AM  
Grants.gov's Workspace, which just marked its second birthday, has seen remarkable user growth, especially over the last year. More than 15,000 organizations are now applying for federal grants with Workspace. (Before Workspace existed, the federal grant application process involved submitting a single package of PDF forms that had to be shared among collaborators. Grants.gov's Workspace ... Continue reading Workspace Celebrates Two Years

**Grant Agency Spotlight: Institute of Museum and Library Services**  
11/8/17 11:00 AM  
In this installment of our grant agency spotlight series, we look at the Institute of Museum and Library Services (IMLS) and its mission to "inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement." According to IMLS, there are around 120,000 libraries and 35,000 museums in the U.S. Many of these ... Continue reading Grant Agency Spotlight: Institute of Museum and Library Services

**#FundingFriday: Recent Funding Opportunity Announcements for Local Governments**  
11/3/17 12:05 PM  
This week's highlights focus on new and forecasted funding opportunities for which town, city and county governments are eligible.

**Community Videos**

The **Introduction to Grants.gov Video Series** covers the complete Grants.gov application process, from registering and creating a Grants.gov account to finding funding opportunities and completing an application package.

**APPLICANT REGISTRATION PART ONE**

**Community Questions**

- What is a grant?
- How do I apply for a grant?
- What is the DATA Act?
- What is the OMB Uniform Guidance?
- What is Workspace?
- Can I have a grant to repair my home?
- Where can I find grant events & trainings?

**Twitter @Grantsdotgov**  
Your source to find & apply for US federal grants | Connecting the grant community | Follows & RTs 7 Endorsements |

**Grants.gov**  
@grantsdotgov

**Biotechnology Risk Assessment**  
#Grants Program from @USDA\_NIFA posted today!  
grants.gov/web/grants/vic... #biotech

**GRANTS.GOV | FI...**  
The government w...  
grants.gov

**Grants.gov**  
@grantsdotgov

Our next release is coming soon!  
November 18-20 we won't be accessible during that time. Learn about what's in the release  
blog.grants.gov/tag/release-16... #grants

Visit our Grants Community Twitter Feed »

**Grants 101:** An introduction to the key phases of the federal grant lifecycle

**Grant Policies:** Summaries and tables explaining how federal grant policies are formed

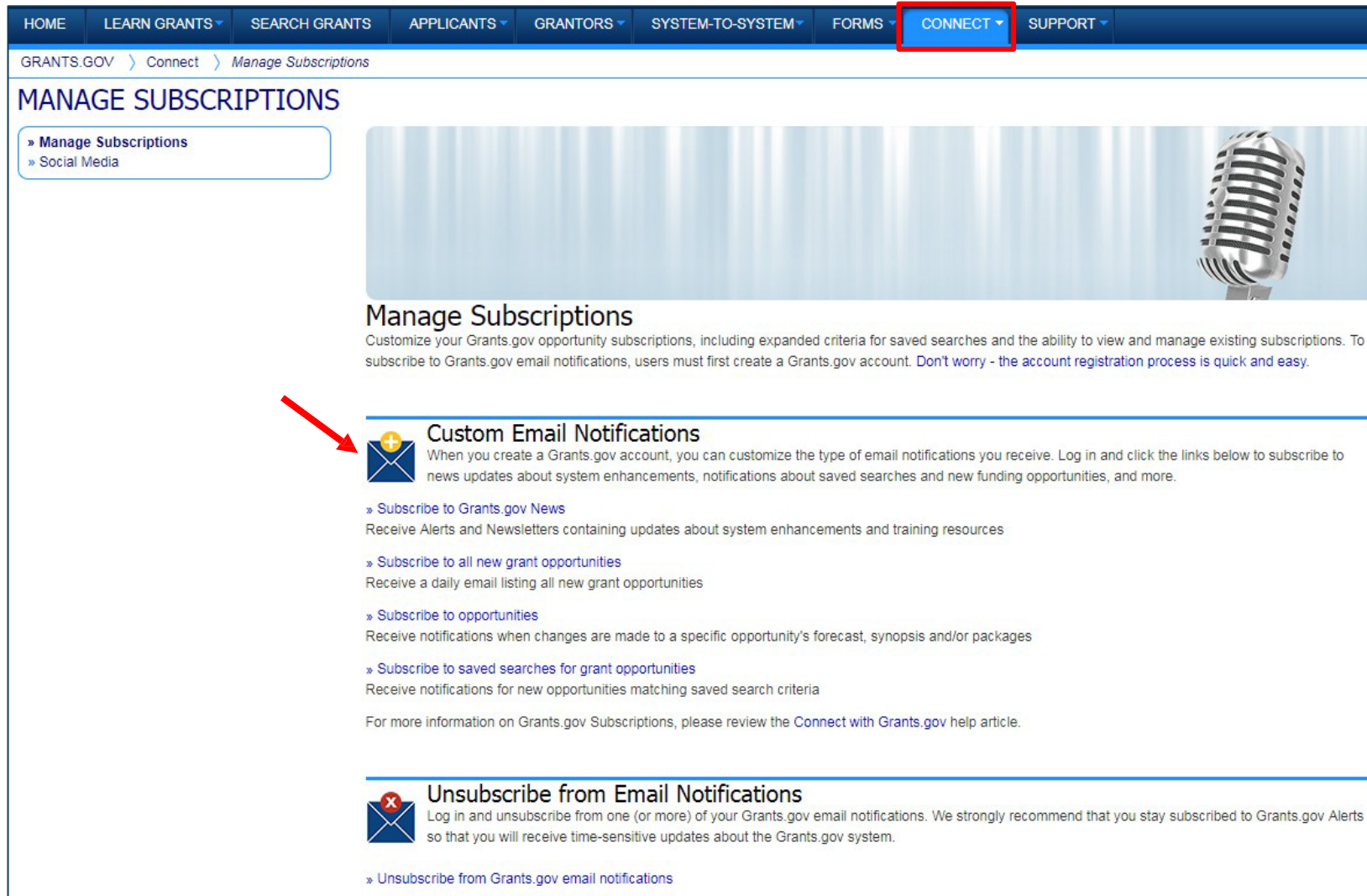
**Grant Terminology:** Essential terms and definitions from the Common Data Element Repository Library (CDER Library)

**Grant Events:** Upcoming grant trainings, conferences, and webinars



# Navigating Grants.gov

## Subscriptions and Email Notifications



HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS **CONNECT** SUPPORT

GRANTS.GOV > Connect > Manage Subscriptions

### MANAGE SUBSCRIPTIONS

- » Manage Subscriptions
- » Social Media

#### Manage Subscriptions

Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to view and manage existing subscriptions. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. [Don't worry - the account registration process is quick and easy.](#)

##### Custom Email Notifications

When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

- » [Subscribe to Grants.gov News](#)  
Receive Alerts and Newsletters containing updates about system enhancements and training resources
- » [Subscribe to all new grant opportunities](#)  
Receive a daily email listing all new grant opportunities
- » [Subscribe to opportunities](#)  
Receive notifications when changes are made to a specific opportunity's forecast, synopsis and/or packages
- » [Subscribe to saved searches for grant opportunities](#)  
Receive notifications for new opportunities matching saved search criteria

For more information on Grants.gov Subscriptions, please review the [Connect with Grants.gov](#) help article.

##### Unsubscribe from Email Notifications

Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you stay subscribed to Grants.gov Alerts so that you will receive time-sensitive updates about the Grants.gov system.

- » [Unsubscribe from Grants.gov email notifications](#)

# Registration

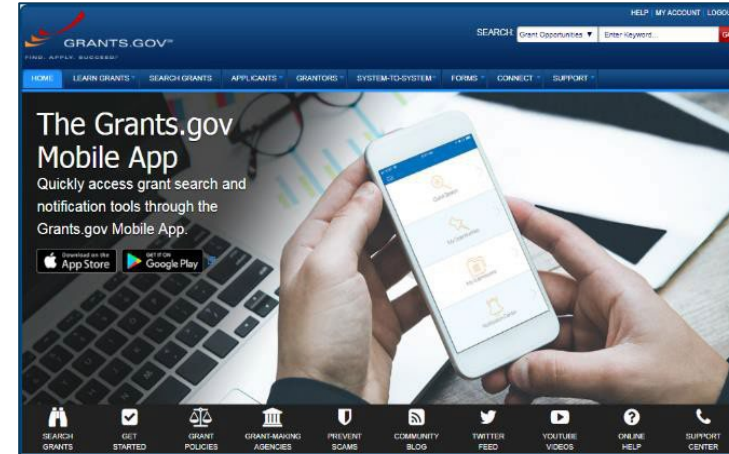
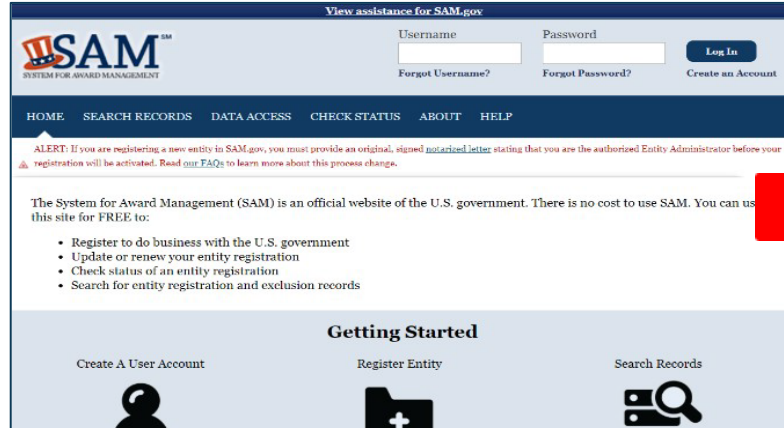
# Registration: Before Grants.gov

## System for Award Management (SAM)

- Register with SAM at [www.SAM.gov](http://www.SAM.gov) to receive Universal Entity Identifier (**UEI**) (*formerly know as DUNS*)
- Establish E-Business Point of Contact (EBiz POC): Individual who oversees all activities for organization within Grants.gov and approves the applicant AOR
- ~7-10 business days after completely registering, including submitting notarized letter to SAM

# Registration: Before Grants.gov

## SAM and Grants.gov



- Organization account data: **UEI and EBiz POC** information are transferred electronically from SAM to Grants.gov
- Applicants within the organization can add a new profile to their account to associate with the organization
- [For the latest SAM.gov updates, go here: https://www.gsa.gov/about-us/organization/federal-acquisition-serv-ice/office-of-systems-management/integrated-award-environment-iae/sam-update](https://www.gsa.gov/about-us/organization/federal-acquisition-serv-ice/office-of-systems-management/integrated-award-environment-iae/sam-update)
- **NOTE: SAM registration must be renewed annually by Ebiz POC**



## Accounts enable subscription management

GRANTS.GOV

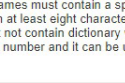
Register

REGISTER

Please enter your information below to create an Account.

- Required fields are denoted with an asterisk (\*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password is not subject to these restrictions).
- Username cannot resemble UEL. 12 character usernames must contain a special character.
- Password requirements. Your password must contain at least eight characters including: at least one uppercase letter (A-Z); at least one lowercase letter (a-z); at least one number (0-9); and at least one special character (e.g. ! @ # \$ % ^ & \*). Your password must not contain dictionary words, names, or your Username.
- If Mobile Phone Number is provided, it must be a US number and it can be used to reset forgotten password.

Contact Information:



\*First Name:

Middle Initial:

\*Last Name:

\*Email Address:

\*Primary Phone Number:

Mobile Phone Number (US Only):

(Can be used to reset forgotten password)

Confirm Mobile Phone Number:

Account Details:

\*Username:

\*Password:

(Case Sensitive)

\*Confirm Password:

(Case Sensitive)

Communications:

Subscribe:

☒ GRANTS.GOV ALERTS

Yes, I want to receive email messages containing time-sensitive information about Grants.gov changes that potentially impact users.

☒ GRANTS.GOV NEWSLETTER

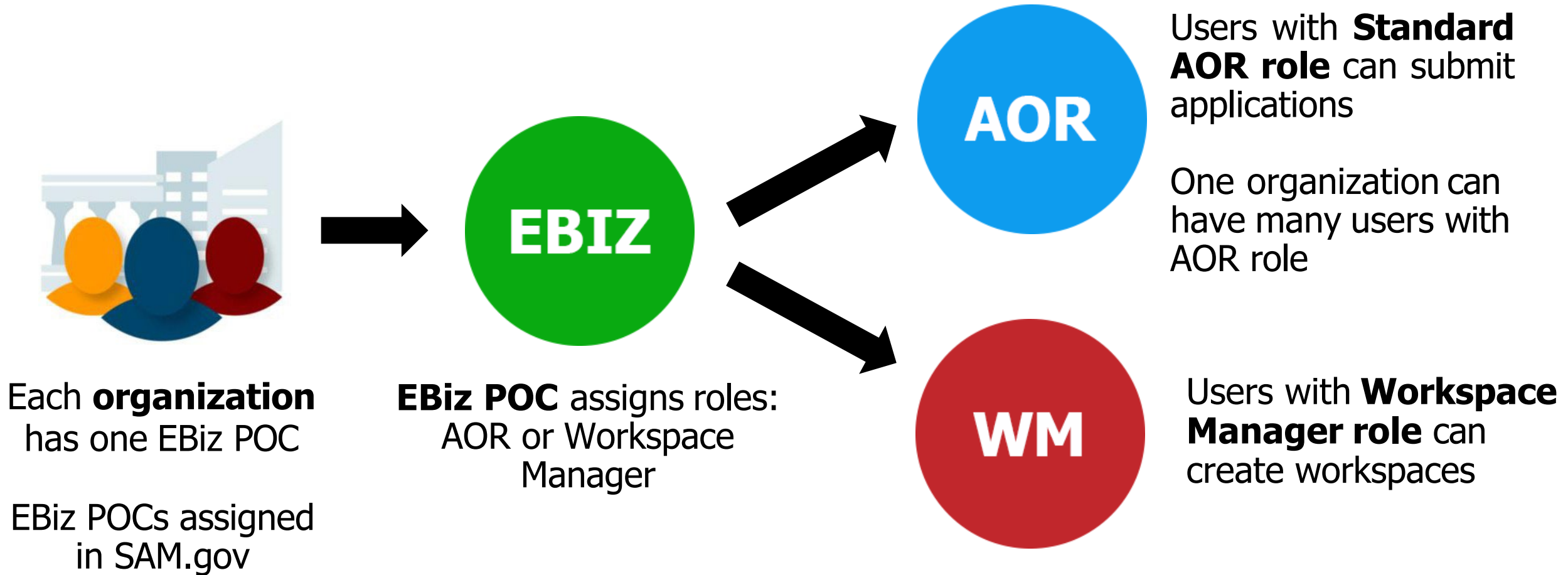
Yes, I want to receive occasional emails highlighting system enhancements, training resources, and other topics relevant to the federal grant community.

Continue »

Cancel

# Registration: Grants.gov Roles

EBiz Point of Contact, AOR role, Workspace Manager role



# Search Grants

# Searching for Funding Opportunities

Using the Grants.gov Search Fields

The screenshot displays the Grants.gov homepage. At the top right, a search bar is highlighted with a red box, containing the text "SEARCH: Grant Opportunities ▾ Enter Keyword... GO". Below the search bar, a navigation menu includes links for HOME, LEARN GRANTS, SEARCH GRANTS (highlighted with a red box), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area features a large banner for "The Grants.gov Mobile App" with the text "Quickly access grant search and notification tools through the Grants.gov Mobile App." and buttons for "Download on the App Store" and "GET IT ON Google Play". At the bottom, a footer contains various icons and links, with the "SEARCH GRANTS" icon (highlighted with a red box) being the first item.

GRANTS.GOV™  
FIND. APPLY. SUCCEED.™

HELP | MY ACCOUNT | LOGOUT

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME | LEARN GRANTS | **SEARCH GRANTS** | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

## The Grants.gov Mobile App

Quickly access grant search and notification tools through the Grants.gov Mobile App.

Download on the App Store | GET IT ON Google Play

**SEARCH GRANTS** | GET STARTED | GRANT POLICIES | GRANT-MAKING AGENCIES | PREVENT SCAMS | COMMUNITY BLOG | TWITTER FEED | YOUTUBE VIDEOS | ONLINE HELP | SUPPORT CENTER



# Searching for Funding Opportunities

## Find – Basic Search

GRANTS.GOV™  
FIND. APPLY. SUCCEED.™

HOME LEARN GRANTS **SEARCH GRANTS** APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Search Grants

**SEARCH GRANTS**

**BASIC SEARCH CRITERIA:**

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

**OPPORTUNITY STATUS:**

☒ Forecasted (209)

☒ Posted (2,287)

☐ Closed (3,222)

☐ Archived (50,984)

**FUNDING INSTRUMENT TYPE:**

☒ All Funding Instruments

☐ Cooperative Agreement (723)

☐ Grant (1,884)

☐ Other (82)

☐ Procurement Contract (48)

**ELIGIBILITY:**

☒ All Eligibilities

☐ City or township governments (1,344)

☐ County governments (1,355)

☐ For profit organizations other than small businesses (1,328)

☐ Independent school districts (1,313)

SEARCH: Grant Opportunities ▼ Enter Keyword... **GO**

Search Tips | Export Detailed Data | **Save Search**

**SORT BY:** Posted Date (Descending) **Update Sort** **DATE RANGE:** All Available **Update Date Range**

**1 - 25 OF 2496 MATCHING RESULTS:** [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) ... [100](#) [Next](#)

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
PD-19-127Y	The Science of Learning and Augmented Intelligence Program	NSF	Posted	09/19/2019	01/15/2020
F19AS00398	15.678	DOI-FWS	Posted	09/19/2019	
F19AS00400	15.678	DOI-FWS	Posted	09/19/2019	
DE-FOA-0002171	PERFORMANCE-BASED ENERGY RESOURCE FEEDBACK, OPTIMIZATION, AND RISK MANAGEMENT (PERFORM)	DOE-ARPAE	Posted	09/19/2019	10/28/2019
RFA-DK-19-013	NIDDK Hematology Central Coordinating Center (U24 Clinical Trial Not Allowed)	HHS-NIH11	Posted	09/19/2019	11/21/2019
F19AS00399	Endangered Species Conservation - Recovery Implementation Funds	DOI-FWS	Posted	09/19/2019	09/26/2019
P19AS00619	Avian and Habitat Research, Monitoring, and Restoration at the Channel Islands	DOI-NPS	Posted	09/19/2019	
P19AS00608	The Earliest Americans National Historic Landmark Theme Study for Alaska	DOI-NPS	Posted	09/18/2019	09/19/2019
PAR-19-373	Research on biopsychosocial factors of social connectedness and isolation on health, wellbeing, illness, and recovery (R01 Clinical Trials Not Allowed)	HHS-NIH11	Posted	09/18/2019	03/17/2021
FR-SAN-19-001	FY19 River to River Rail Resilience (R4) Project	DOT-FRA	Posted	09/18/2019	09/23/2019
G20AS00004	Cooperative Research Units Program FY 2020	DOI-USGS1	Posted	09/18/2019	
FTA-2019-010-TPE	Pilot Program for Transit-Oriented Development (TOD) Planning	DOT-FTA	Posted	09/18/2019	11/18/2019
CDC-RFA-GH20-2091	Accelerating Sustainability of Public Health Systems in India to Prevent, Detect, and Respond to Infectious Disease Outbreaks and	HHS-CDC-	Forecasted	09/18/2019	

Search for grants and forecasts by entering a keyword.

In Search Grants tab, search by:

- Keyword
- Opportunity Number
- CFDA Number or Title

# Searching for Funding Opportunities

## Opportunity Status

GRANTS.GOV™  
FIND. APPLY. SUCCEED.®

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV Search Grants

### SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- ☒ Forecasted (209)
- ☒ Posted (2,287)
- ☐ Closed (3,222)
- ☐ Archived (50,984)

FUNDING INSTRUMENT TYPE:

- ☒ All Funding Instruments
- ☐ Cooperative Agreement (723)
- ☐ Grant (1,884)
- ☐ Other (82)
- ☐ Procurement Contract (48)

ELIGIBILITY:

- ☒ All Eligibilities
- ☐ City or township governments (1,344)
- ☐ County governments (1,355)
- ☐ For profit organizations other than small businesses (1,328)
- ☐ Independent school districts (1,343)

1 - 25 OF 2496 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
PD-19-127Y	The Science of Learning and Augmented Intelligence Program	NSF	Posted	09/19/2019	01/15/2020
F19AS00398	15.678	DOI-FWS	Posted	09/19/2019	
F19AS00400	15.678	DOI-FWS	Posted	09/19/2019	
DE-FOA-0002171	PERFORMANCE-BASED ENERGY RESOURCE FEEDBACK, OPTIMIZATION, AND RISK MANAGEMENT (PERFORM)	DOE-ARPAE	Posted	09/19/2019	10/28/2019
RFA-DK-19-013	NIDDK Hematology Central Coordinating Center (U24 Clinical Trial Not Allowed)	HHS-NIH11	Posted	09/19/2019	11/21/2019
F19AS00399	Endangered Species Conservation - Recovery Implementation Funds	DOI-FWS	Posted	09/19/2019	09/26/2019
P19AS00619	Avian and Habitat Research, Monitoring, and Restoration at the Channel Islands	DOI-NPS	Posted	09/19/2019	
P19AS00608	The Earliest Americans National Historic Landmark Theme Study for Alaska	DOI-NPS	Posted	09/18/2019	09/19/2019
PAR-19-373	Research on biopsychosocial factors of social connectedness and isolation on health, wellbeing, illness, and recovery (R01 Clinical Trials Not Allowed)	HHS-NIH11	Posted	09/18/2019	03/17/2021
FR-SAN-19-001	FY19 River to River Rail Resilience (R4) Project	DOT-FRA	Posted	09/18/2019	09/23/2019
G20AS00004	Cooperative Research Units Program FY 2020	DOI-USGS1	Posted	09/18/2019	
FTA-2019-010-TPE	Pilot Program for Transit-Oriented Development (TOD) Planning	DOT-FTA	Posted	09/18/2019	11/18/2019
CDC-RFA-GH20-2091	Accelerating Sustainability of Public Health Systems in India to Prevent, Detect, and Respond to Infectious Disease Outbreaks and	HHS-CDC-	Forecasted	09/18/2019	

Select the Opportunity Status to find what you are looking for:

**Forecasted** - Potential grants in the near future

**Posted** - Currently open grants

**Closed** - Recently ended grants

**Archived** - Past grants available for reference



# Searching for Funding Opportunities

## Sign In and Save Your Search

HOME LEARN GRANTS **SEARCH GRANTS** APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Search Grants

### SEARCH GRANTS

**BASIC SEARCH CRITERIA:**

Keyword(s):

Opportunity Number:

CFDA:

**SEARCH**

**OPPORTUNITY STATUS:**

☒ Forecasted (1)

☒ Posted (17)

☐ Closed (16)

☐ Archived (846)

**FUNDING INSTRUMENT TYPE:**

☐ All Funding Instruments

☐ Cooperative Agreement (7)

☒ Grant (18)

☐ Other (6)

☐ Procurement Contract (5)

**ELIGIBILITY:**

☐ Others (see text field entitled 'Additional Information on Eligibility' for clarification) (17)

☒ Private institutions of higher education (17)

☒ Public and State controlled institutions of higher education (18)

☐ Public housing authorities/Indian housing

**CATEGORY:** [X] Education

**ELIGIBILITY:** [X] Private institutions of higher education, [X] Public and State controlled institutions of higher education

**FUNDING INSTRUMENT:** [X] Grant

**Search Tips | Export Detailed Data | Manage Searches** **Save Search »**

**SORT BY:** Posted Date (Descending) **Update Sort**

**DATE RANGE:** All Available **Update Date Range**

**1 - 25 OF 478 MATCHING RESULTS:** « Previous 1 2 3 4 5 6 ... 20 Next »

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
<a href="#">ND-NOFO-18-106</a>	Youth Leaders as Change Makers	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">C-NOFO-18-102</a>	This House Believes That: A U.S.-India Comparative Constitutional Law Debate Project	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">ND-NOFO-18-112</a>	Art and Heritage Conservationist Summit	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">ND-NOFO-18-110</a>	Let's Get Serious: Comic Videos to Promote Study in the U.S.	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">PAR-18-745</a>	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R21 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
<a href="#">PAR-18-747</a>	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R01 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
<a href="#">PA-18-748</a>	Research Supplements to Promote Data Sharing in Cancer Epidemiology Studies (Admin Supp Clinical Trial Not Allowed)	HHS-NIH11	Posted	04/10/2018	07/01/2018
<a href="#">K-NOFO-18-103</a>	Anti-TIP International Youth Champions Conclave	DOS-IND	Posted	04/09/2018	06/08/2018
<a href="#">PAR-18-746</a>	NIDA Mentored Clinical Scientist Development Program Award in Substance Use and Substance Use Disorder Research (K12 Clinical Trial Optional)	HHS-NIH11	Posted	04/06/2018	08/28/2020
<a href="#">RUS-18-01-DLT</a>	Distance Learning and Telemedicine Grant Program	USDA-RUS	Posted	04/05/2018	06/04/2018
<a href="#">PAR-18-742</a>	Exploring Epigenomic or Non-Coding RNA Regulation in the Development, Maintenance, or Treatment of Chronic Pain (P61/P22)	HHS-NIH11	Posted	04/03/2018	02/11/2021

Refine your search by selecting criteria options:

- Category
- Eligibility
- Funding Agency
- Opportunity Status
- Date ranges

Click Save Search button to store this set of search criteria to receive emails

Click Manage Searches link to review your saved searches

# What's in a Funding Opportunity?



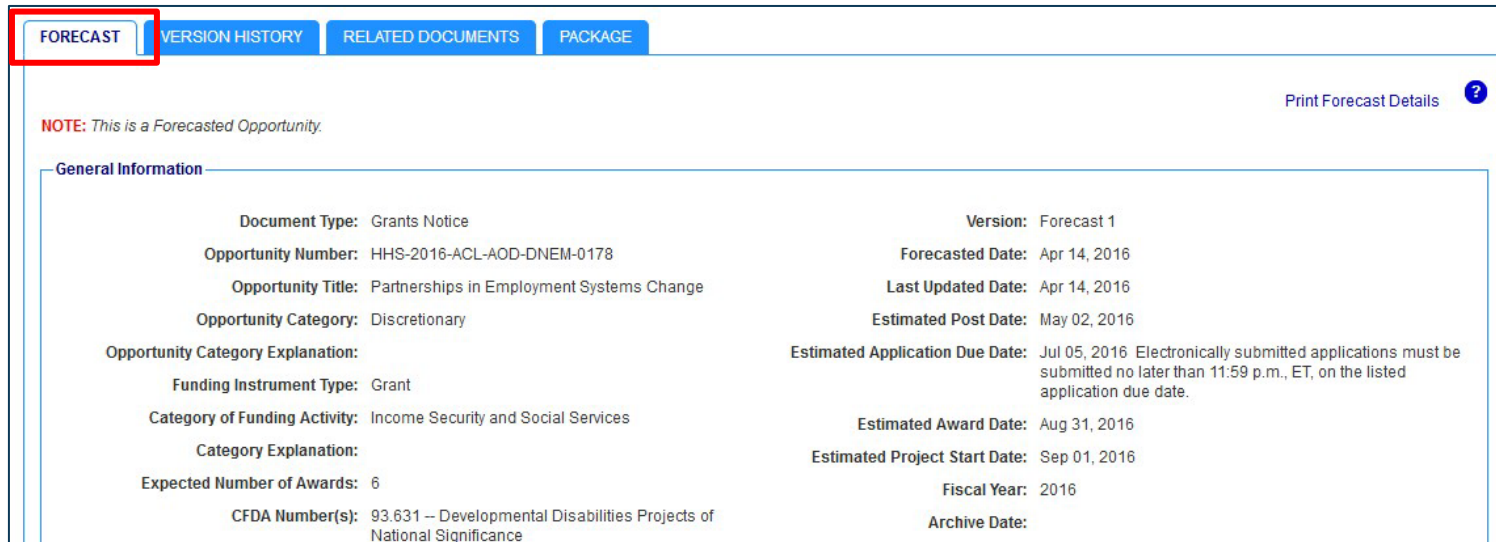
# What's in a Funding Opportunity?

## Forecast



A Forecast is a projection of an estimated funding opportunity. Contains information, such as:

- Estimated Post and Due Dates
- Estimated Program Funding Amount
- Estimated Award Date



# What's in a Funding Opportunity?

## Synopsis



The Synopsis contains basic information about the funding opportunity as:

- Funding Opportunity Number
- Open/Close date
- Program Funding Amount
- Number of Awards

The screenshot shows the 'SYNOPSIS' tab selected in a navigation bar. The page contains the following information:

**General Information**

Document Type:	Grants Notice	Posted Date:	Feb 16, 2016
Funding Opportunity Number:	HRSA-16-019	Last Updated Date:	Feb 16, 2016
Funding Opportunity Title:	Small Health Care Provider Quality Improvement Program	Original Closing Date for Applications:	Feb 29, 2020
Opportunity Category:	Discretionary	Current Closing Date for Applications:	Feb 29, 2020
Opportunity Category Explanation:		Archive Date:	Mar 30, 2020
Funding Instrument Type:	Grant	Estimated Total Program Funding:	\$4,150,000

# What's in a Funding Opportunity?

## Version History

GRANTS.GOV > Search Grants

### VIEW GRANT OPPORTUNITY



TEST-OPP-NUMBER-20190221 [Related Opportunities]  
Test Opportunity Title 20190221  
QA AGENCY

« Back | Link

Apply

Subscribe

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

Print Displayed Version ?

#### Version History

Click on Version Name to view previous versions of this grant opportunity. Modifications from the previous version are highlighted with a light gray background. For more information on versions, see Online Help.

##### Synopsis History:

Version	Modification Description	Updated Date
<a href="#">Synopsis 2</a>	Updated Closing Date to extend the due date to 04/30/2019.	Feb 27, 2019
<a href="#">Synopsis 1</a>		Feb 25, 2019

##### Forecast History:

Version	Modification Description	Updated Date
<a href="#">Forecast 2</a>	Updated Archive Date	Feb 25, 2019
<a href="#">Forecast 1</a>		Feb 21, 2019

DISPLAYING: Synopsis 2

#### General Information

**Document Type:** Grants Notice  
**Funding Opportunity Number:** TEST-OPP-NUMBER-20190221  
**Funding Opportunity Title:** Test Opportunity Title 20190221  
**Opportunity Category:** Discretionary  
**Opportunity Category Explanation:**  
**Funding Instrument Type:** Grant  
**Category of Funding Activity:** Science and Technology and other Research and Development  
**Category Explanation:**

**Version:** Synopsis 2  
**Posted Date:** Feb 25, 2019  
**Last Updated Date:** Feb 27, 2019  
**Original Closing Date for Applications:** Mar 31, 2019  
**Current Closing Date for Applications:** Apr 30, 2019  
**Archive Date:** May 30, 2019  
**Estimated Total Program Funding:** \$1,000,000  
**Award Ceiling:** \$1,000,000  
**Award Floor:** \$500,000

The Version History displays a table with synopsis modifications

To display an earlier version, the user clicks on the desired Version Name


The fields modified are highlighted in gray

# What's in a Funding Opportunity?

## Full Announcement – Under Related Documents Tab

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

TEST-OPP-NUMBER-20190221 [Related Opportunities]  
Test Opportunity Title 20190221  
QA AGENCY

« Back | Link

ApplySubscribe

SYNOPSISVERSION HISTORYRELATED DOCUMENTSPACKAGE

You can retrieve the full Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation

Print Related Documents List ?

Notification History:

Type	Date	Modification Description
Related Documents	02/27/2019	Updated the Program Announcement.
Related Documents	02/25/2019	Updated Program Announcement

Click on the following link(s) to view the related information:

Description	Link	Last Updated Date/Time
Grants.gov Test Link to Related Documents for TEST-OPP-NUMBER-20190221	<a href="https://www.grants.gov">https://www.grants.gov</a>	Feb 25, 2019 09:40:50 AM EST

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - TEST-OPP-NUMBER-20190221	<a href="#">TEST-OPP-NUMBER-20190221-Full Announcement - TEST-OPP-NUMBER-20190221.zip</a>	Feb 27, 2019 10:03:51 AM EST	338.6 KB
Eligibility Statement	<a href="#">TEST-OPP-NUMBER-20190221-Eligibility Statement_TestFile.pdf</a>	Feb 25, 2019 09:47:35 AM EST	16.5 KB
Program Announcement (Updated)	<a href="#">TEST-OPP-NUMBER-20190221-ProgramAnnouncement_TestFile - Copy.pdf</a>	Feb 27, 2019 10:03:51 AM EST	348.4 KB



# What's in a Funding Opportunity?

## Workspace Application and Instructions

GRANTS.GOV<sup>SM</sup>  
FIND. APPLY. SUCCEED.<sup>®</sup>

HOME | LEARN GRANTS | **SEARCH GRANTS** | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

GRANTS.GOV > Search Grants

### VIEW GRANT OPPORTUNITY

HHS-2018-ACL-AOA-EJSG-0265  
Grants to Enhance State Adult Protective Services  
Department of Health and Human Services  
Administration for Community Living

« Back | Link

**Apply** **Subscribe**

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | **PACKAGE**

Select Grant Opportunity Package

**READ BELOW BEFORE YOU APPLY FOR THIS GRANT!**  
Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

**OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:**

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
00.000	00000	00000	PKG00034717	05/05/2017	05/23/2018	<b>Preview</b>   Apply

Click the Package tab to preview the application package forms

Log in to create a workspace to apply

Sign up for emails of changes made to this funding opportunity

Click Preview link to access read-only forms and application instructions

\*Any Closed packages associated with the FOA will be listed near the bottom of the Package tab, within a separate grid. No "Apply" action will be available.

# Applying with Workspace

# Workspace Topics

- What is Workspace?
- Add collaborators in Participants tab
- Complete the application in the Forms tab
- Submit when you are done

# What Is Grants.gov Workspace?

The online space on where you work on your grant application

Workspace is a **shared, online environment** where members of a grant team may simultaneously access and fill out forms within an application.

HOMELEARN GRANTSSEARCH GRANTSAPPLICANTSGRANTORSYSTEM-TO-SYSTEMFORMSCONNECTSUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

00-579 - PKG0003594600-579Test Agency

Application Filing Name: 00-579Workspace ID: WS00020165Workspace Status: In ProgressOpening Date: Feb 20, 2018AOR Status: Workspace has AORLast Submitted Date: ---Closing Date: Feb 27, 2025Workspace Owner: ---SAM Expiration Date: Jan 01, 2025UEI: 00000000000000

FORMSVIEW APPLICATIONATTACHMENTSPARTICIPANTSACTIVITYDETAILS

Workspace Actions:

Check ApplicationSign and SubmitDelete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:Download Instructions »

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Financial Management and System of Internal Controls Questionnaire [V1.1]	Optional	In Progress [Locked]	---	Philip S Shim	Unlock   Download   Upload   Reuse   Webform



# Workspace: Participants

HOMELEARN GRANTSSEARCH GRANTSAPPLICANTSGRANTORSYSTEM-TO-SYSTEMFORMSCONNECTSUPPORT

GRANTS.GOVApplicantsManage Workspace

MANAGE WORKSPACE

VIDEO-SUBFORMS - PKG00034725  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]  
Workspace ID: WS00015297  
AOR Status: Workspace has AOR  
Workspace Owner: Thomas Jefferson

Workspace Status: In Progress  
Last Submitted Date: ---  
SAM Expiration Date: Aug 20, 2020

Opening Date: May 08, 2017  
Closing Date: May 06, 2019  
UEI: 0000000000000

Created

Fill Out Forms

Complete and Notify AOR

Submit

Agency Received

Back

FORMSVIEW APPLICATIONATTACHMENTSPARTICIPANTSACTIVITYDETAILSPREVIEW GRANTOR VALIDATION

Workspace Participants:

Export Detailed DataAdd from Workspace Organization »Add by Username or Email Address »

1-4 of 4 Records

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	Remove   Make Owner   Manage Access
	Harriet Tubman	000-000-0000		All	No	Remove   Make Owner   Manage Access
	Martha Washington	1234567890		All	No	Remove   Make Owner   Manage Access
	Thomas Jefferson	5555555555		All	Yes	Remove   Make Owner   Manage Access

1-4 of 4 Records

The **Participants** tab lists the members, or “Participants,” of a workspace who work as a team to complete the required forms for a federal grant.

# Workspace: Participants

HOMELEARN GRANTSSearch GrantsAPPLICANTSGrantorsSYSTEM-TO-SYSTEMFORMSConnectSupport

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

VIDEO-SUBFORMS - PKG00034725  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]  
Workspace ID: WS00015297  
AOR Status: Workspace has AOR  
Workspace Owner: Thomas Jefferson

Workspace Status: In Progress  
Last Submitted Date: ---  
SAM Expiration Date: Aug 20, 2020

Opening Date: May 08, 2017  
Closing Date: May 06, 2019  
UEI: 0000000000000

CreatedFill Out FormsComplete and Notify AORSubmitAgency ReceivedBack

FORMSVIEW APPLICATIONATTACHMENTSPARTICIPANTSACTIVITYDETAILSPREVIEW GRANTOR VALIDATION

Workspace Participants:Export Detailed DataAdd from Workspace OrganizationAdd by Username or Email Address

1-4 of 4 Records

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	Remove   Make Owner   Manage Access
	Harriet Tubman	000-000-0000		All	No	Remove   Make Owner   Manage Access
	Martha Washington	1234567890		All	No	Remove   Make Owner   Manage Access
	Thomas Jefferson	5555555555		All	Yes	Remove   Make Owner   Manage Access

1-4 of 4 Records

## Account Types:

- E-Business Point of Contact (**EBiz POC**) Assigns roles to Organization members
- Applicant (**AOR**) Submits applications

## Access Levels:

- Workspace Manager (**WM**) Creates Workspace and Adds Participants to Workspace
- Workspace Participant has no specific roles



# Workspace: WM Adds Participants

## Adding Participants:

Click the **Add from Workspace Organization** button to search for a user within your organization

Click the **Add by Username or Email Address** button to add a user from outside your organization

## Removing Participants:

Click the **Remove** link on the Participant record in the workspace

## Reassigning Ownership:

Click the **Make Owner** link in the Actions column

GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

VIDEO-SUBFORMS - PKG00034725  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]  
Workspace ID: WS00015297  
Workspace Status: In Progress  
Opening Date: May 08, 2017  
Closing Date: May 06, 2019  
AOR Status: Workspace has AOR  
Last Submitted Date: ---  
Workspace Owner: Thomas Jefferson  
SAM Expiration Date: Aug 20, 2020  
UEI: 0000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add from Workspace Organization » Add by Username or Email Address »

1-4 of 4 Records

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	Remove   Make Owner   Manage Access
	Harriet Tubman	000-000-0000		All	No	Remove   Make Owner   Manage Access
	Martha Washington	1234567890		All	No	Remove   Make Owner   Manage Access
	Thomas Jefferson	5555555555		All	Yes	Remove   Make Owner   Manage Access

1-4 of 4 Records

# Completing Workspace Forms

HOMELEARN GRANTSSearch GrantsApplicantsGRANTORSYSTEM-TO-SYSTEMFORMSCONNECTSUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created


Fill Out Forms

Complete and Notify AOR

Submit

Agency Received

«Back?

VIDEO-SUBFORMS - PKG00034725  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]  
Workspace ID: WS00015297      Workspace Status: In Progress      Opening Date: May 08, 2017  
AOR Status: Workspace has AOR      Last Submitted Date: ---      Closing Date: May 06, 2019  
Workspace Owner: Thomas Jefferson      SAM Expiration Date: Aug 20, 2020      UEI: 0000000000000

FORMSVIEW APPLICATIONATTACHMENTSPARTICIPANTSACTIVITYDETAILSPREVIEW GRANTOR VALIDATION

Workspace Actions:

Check ApplicationSign and SubmitDelete

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:Download Instructions >>?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress	Apr 10, 2018 10:42:41 PM EDT	---	Lock   Download   Upload   Reuse   Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	Optional	In Progress	Apr 10, 2018 10:40:50 PM EDT	---	Lock   Download   Upload   Reuse   Webform
Go To Subforms (1)						
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform

Actions

Lock | Download | Upload | Reuse | Webform

## Key Actions:

- Fill out webforms (if available)
- Download and Upload PDF forms
- Lock/Unlock forms
- Reuse forms from other workspace



# Completing Webforms

**SECTIONS:**

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
- 5.A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information
- 15. Estimated Project

SF-424 (R&R) Version 2.0 OMB Number: 4040-0001 Expiration Date: 10/31/2019

**1. TYPE OF SUBMISSION:**

Select Type of Submission:

- ☐ Pre-application
- ☒ Application \*
- ☐ Changed/Corrected Application

**2. DATE SUBMITTED:**

Date Submitted:

Applicant Identifier:

**3. DATE RECEIVED BY STATE:**

Date Received by State:

State Application Identifier:

SAVE CHECK FOR ERRORS CLOSE

## Webform Basics:

- Complete online forms in web browser
- Navigate by clicking sections
- Tab through form fields
- Required fields have red asterisk

# Completing Webforms

- Open text entry
- Drop-down menu
- Dates/calendar

**14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION:**

Prefix:

First Name:  \*

Middle Name:

Last Name:  \*

Suffix:

Position/Title:

**7. TYPE OF APPLICANT:**

Type of Applicant:

**8. TYPE OF APPLICATION:**

Type of Application:

Is this application being submitted to other agencies?:

**11. DESCRIPTIVE TITLE OF APPLICANT:**

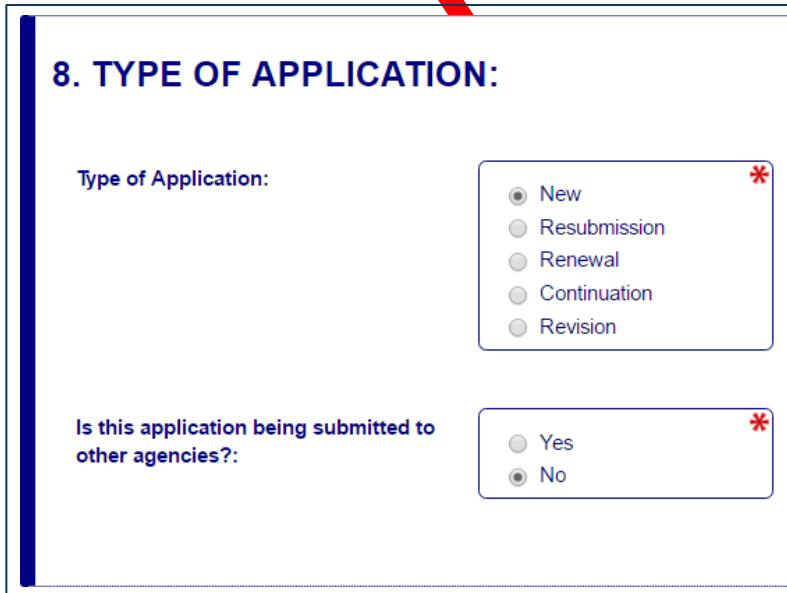
**12. PROPOSED PROJECT:**

Start Date:

End Date:  \*

# Completing Webforms

- Radio buttons (multiple choice)



**8. TYPE OF APPLICATION:**

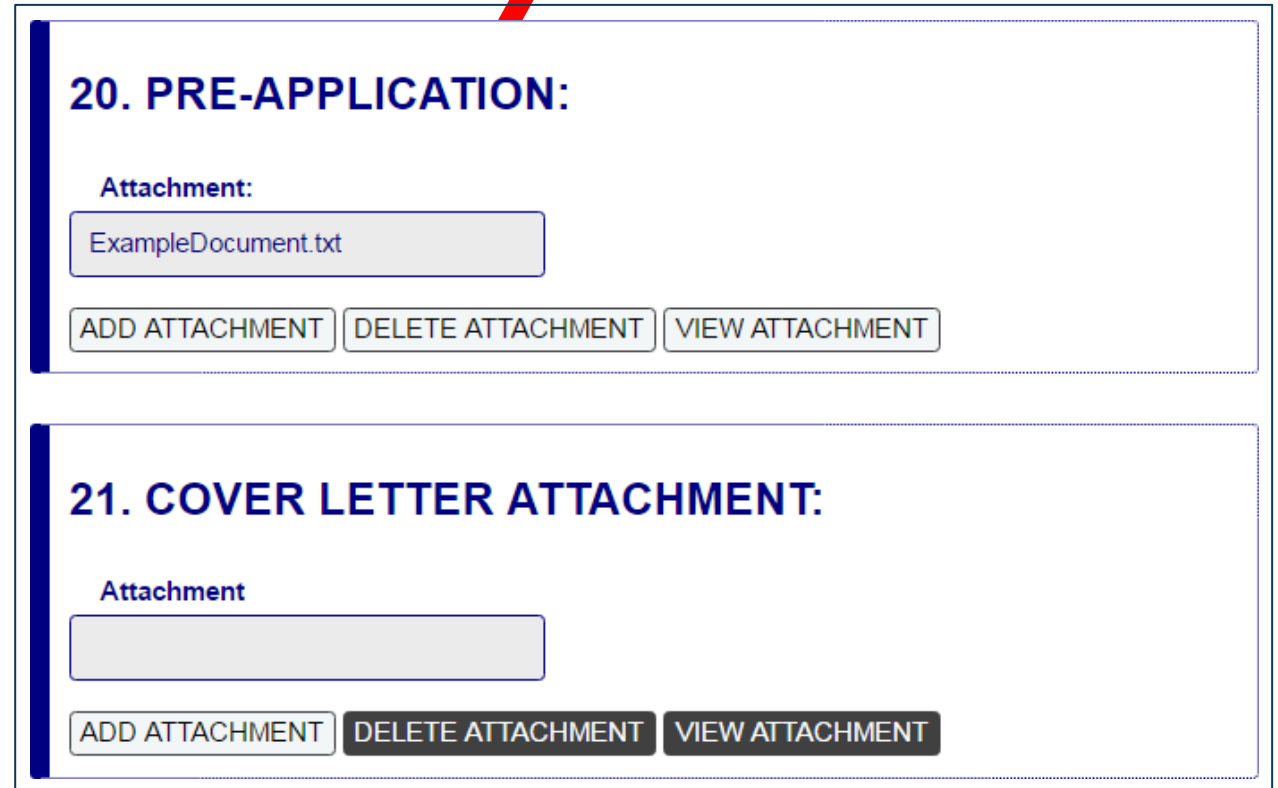
Type of Application:

- ☒ New
- ☐ Resubmission
- ☐ Renewal
- ☐ Continuation
- ☐ Revision

Is this application being submitted to other agencies?:

- ☐ Yes
- ☒ No

- Attach files within online form



**20. PRE-APPLICATION:**

Attachment:

ExampleDocument.txt

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

**21. COVER LETTER ATTACHMENT:**

Attachment

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

# Completing Webforms

**SECTIONS:**

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
  - 5.A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information
- 15. Estimated Project Funding
- 16. E.O. 12372 Review
- 17. Application Certification

**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**

Descriptive Title of Applicant's Project is required: Enter a brief Descriptive Title of the Project.

**12. PROPOSED PROJECT:**

Start Date:  \*

End Date:  \*

End Date is required:  
Enter the Proposed  
End Date of the  
Project.

**13. CONGRESSIONAL DISTRICT OF APPLICANT:**

Congressional District Code:  \*

Congressional District of Applicant is required: Enter the Congressional District in the format: 2 character State abbreviation - 3 character District number. Examples: CA-005 for California's 5th District, CA-012 for California's 12th District. If outside the US, enter 00-000. To

**SAVE** **CHECK FOR ERRORS** **CLOSE**

## More Features:

- Hover mouse over form fields for help
- Error messages explain how to fill out form fields



# Completing Webforms

SECTIONS:

1. Type of Submission

2. Date Submitted

3. Date Received by State

4. Identifiers

5. Applicant Information

5.A. Person to be Contacted

6. Employer Identification

7. Type of Applicant

8. Type of Application

9. Name of Federal Agency

10. Catalog of Federal Domestic Assistance Number

11. Descriptive Title of Applicant's Project

12. Proposed Project

13. Congressional District of Applicant

14. Project Director/Principal Investigator Contact Information

15. Estimated Project

SF-424 (R&R)  
Version 2.0

OMB Number: 4040-0001  
Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission:

☐ Pre-application

☒ Application

☐ Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE

CHECK FOR ERRORS

CLOSE

## More Features:

- Autosave occurs every 5 minutes
- Complete SF-424 first to pre-populate form fields and save time

# Completing Webforms

Applicant's Project

12. Proposed Project

13. Congressional District of Applicant

14. Project Director/Principal Investigator Contact Information

15. Estimated Project

### 3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE CHECK FOR ERRORS CLOSE

**SUCCESS**

Success: Form successfully saved.

OK

OMB Number: 4040-0001  
Expiration Date: 10/31/2019

2. Date Submitted

3. Date Received by State

4. Identifiers

5. Applicant Information

5.A. Person to be Contacted

6. Employer Identification

7. Type of Applicant

8. Type of Application

9. Name of Federal Agency

10. Catalog of Federal Domestic Assistance Number

### 1. TYPE OF SUBMISSION:

Select Type of Submission:

☐ Pre-application

☒ Application

**Errors!**  
Check for Errors revealed the following errors:

- 11. **DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**  
Descriptive Title of Applicant's Project is required: Enter a brief Descriptive Title of the Project.
- 12. **PROPOSED PROJECT:**  
End Date is required: Enter the Proposed End Date of the Project.
- 13. **CONGRESSIONAL DISTRICT OF APPLICANT:**  
Congressional District of Applicant is required: Enter the Congressional District in the format: 2 character State abbreviation - 3 character District number. Examples: CA-005 for California's 5th District, CA-012 for California's 12th District. If outside the US, enter 00-000. To locate your Congressional District, visit the Grants.gov website.

- **Save:** Stores your form data & attachments to Workspace
- **Check for Errors:** Form validation & field-level errors
- **Close:** Exits the online form

# Completing PDF Forms

**Actions**

[Unlock](#) | [Download](#) | [Upload](#) | [Reuse](#) | [Webform](#)

**GRANTS.GOV™** **WORKSPACE FORM** 1-800-518-4728  
SUPPORT@GRANTS.GOV

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	02142017-TL-1
Opportunity Title:	02142017-TL-1
Opportunity Package ID:	PKG00034295
CFDA Number:	00.000
CFDA Description:	Not Elsewhere Classified
Competition ID:	SP2
Competition Title:	Original
Opening Date:	02/14/2017
Closing Date:	01/09/2018
Agency:	
Contact Information:	

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS00008162
Application Filing Name:	Example Workspace Application
DUNS:	
Organization:	
Form Name:	SF424 (R & R)
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Feb 21, 2017 01:13:15 PM EST
Form State:	

**FORM ACTIONS:**

## PDF Form Basics:

- Option to download PDF forms to complete in Adobe software
- Upload PDF forms to workspace
- Upon uploading, data shared between online and PDF versions of forms

# Completing PDF Forms

View Burden Statement

OMB Number: 4040-0001  
Expiration Date: 10/31/2019

APPLICATION FOR FEDERAL ASSISTANCE  
SF 424 (R&R)

1. TYPE OF SUBMISSION  
☒ Pre-application ☐ Application ☐ Changed/Corrected Application

2. DATE SUBMITTED  
Applicant Identifier

3. DATE RECEIVED BY STATE  
State Application Identifier

4. a. Federal Identifier  
b. Agency Routing Identifier  
c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION  
Organizational DUNS: 00000000000000

Legal Name:   
Department:   
Division:   
Street1:   
Street2:   
City:   
County / Parish:   
State:   
Province:   
Country: USA: UNITED STATES   
ZIP / Postal Code:   
Person to be contacted on matters involving this application  
Prefix:   
First Name:   
Middle Name:   
Last Name:   
Suffix:   
Position/Title:   
Street1:   
Street2:   
City:   
County / Parish:   
State:   
Province:   
Country: USA: UNITED STATES   
ZIP / Postal Code:   
Phone Number:   
Fax Number:   
Email:   
6. EMPLOYER IDENTIFICATION (EIN) or (TIN):   
7. TYPE OF APPLICANT: Please select one of the following  
Other (Specify):   
Small Business Organization Type ☐ Women Owned ☐ Socially and Economically Disadvantaged  
8. TYPE OF APPLICATION:  
☒ New ☐ Resubmission  
☐ Renewal ☐ Continuation ☐ Revision  
If Revision, mark appropriate box(es).  
☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration ☐ D. Decrease Duration  
☐ E. Other (specify):   
Is this application being submitted to other agencies? ☒ Yes ☐ No What other Agencies?   
9. NAME OF FEDERAL AGENCY: QA  
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 00.000  
TITLE: Not Elsewhere Classified  
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:   
12. PROPOSED PROJECT: Start Date Ending Date  
13. CONGRESSIONAL DISTRICT OF APPLICANT

## PDF Form Basics:

- Tab through form fields
- Required fields have red border and yellow shading
- Hover mouse over form fields for help
- Error messages explain how to fill out form fields



# Reusing Workspace Forms

The screenshot displays the Grants.gov workspace interface. At the top, a progress bar shows stages: Created (checked), Fill Out Forms (active), Complete and Notify AOR, Submit, and Agency Receive. Below this, the 'Application Filing Name' is 'Test Application Filing Name' with an '[Edit Name]' link. A modal dialog box titled 'Reuse Workspace Form' is open, containing the following text: 'If you continue with the Reuse process, this form (and any Subforms) will be overwritten once you Select a form to reuse.', 'Due to form version differences, not all data may be copied. Please check forms for completeness.', and 'Do you want to continue?'. At the bottom of the dialog are 'Yes' and 'No' buttons, with the 'Yes' button highlighted by a red rectangle. Below the dialog, a table is partially visible with columns: 'Requirement', 'Form Status', 'Last Updated Date/Time', 'Locked By', and 'Act'. An 'Actions' menu is open for one of the rows, showing options: 'Lock | Download | Upload | Reuse | Webform'. A red arrow points to the 'Reuse' option in this menu.

Requirement	Form Status	Last Updated Date/Time	Locked By	Act
				Actions Lock   Download   Upload   Reuse   Webform Lock   Download   Upload   Reuse   Webform

- Click Reuse link to import a form from another workspace
- Reusing an old form will overwrite all current form data

# Reusing Workspace Forms

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace > Reuse Workspace Form

Please enter DUNS number in UEI field until further notice. SAM's new UEI format is coming soon.

## REUSE WORKSPACE FORM

04102018-SA-WS-1 - PKG00036076  
TITLE-04102018-SA-WS-1  
Test Agency

Application Filing Name: GGF-5157 - DOJ Financial Questionnaire v1.1  
Workspace ID: WS00020169  
Workspace Owner: [REDACTED]

Select form to reuse. Please enter criteria and click Search:

Workspace ID:  Funding Opportunity Number:  Application Filing Name:

Workspace Status:  Workspace UEI:  Form Last Updated Date: From:  To:

Select form to reuse for Application for Federal Assistance (SF-424) [V2.1]:

1-25 of 370 Records

Workspace ID	Workspace UEI	Application Filing Name	Workspace Status	Funding Opportunity Number	Agency Code	Form Version	Form Last Updated Date	Action
WS00020147	00000000000000	Test ON reuse using optional form	Submitted	CW-ED900BSF424-OPP	GDIT	V3.0	03/06/2020	<a href="#">Preview</a>   <a href="#">Select</a>

- Search through past workspace forms with the same form title
- Click Select to import that form into workspace

# Workspace: Submit Application

## Process:

- Workspace Manager notifies users with AOR role
- User with AOR role submits
- Workspace Manager or AOR may choose to Reopen Workspace

GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

VIDEO-SUBFORMS - PKG00034725  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]  
Workspace ID: WS00015297    Workspace Status: In Progress    Opening Date: May 08, 2017  
AOR Status: Workspace has AOR    Last Submitted Date: ---    Closing Date: May 06, 2019  
Workspace Owner: Thomas Jefferson    SAM Expiration Date: Aug 20, 2020    UEI: 0000000000000

FORMS   VIEW APPLICATION   ATTACHMENTS   PARTICIPANTS   ACTIVITY   DETAILS   PREVIEW GRANTOR VALIDATION

Workspace Actions:

Check Application   **Sign and Submit**   Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:   Download Instructions >

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]					Lock   Download   Upload   Reuse   Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]					Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Bud					Lock   Download   Upload   Reuse   Webform
<input type="checkbox"/>	Research & Related Budget [V1.4]					Lock   Download   Upload   Reuse   Webform

Go To Subforms (1)

#### Sign and Submit

To continue to submit the application package, click 'Sign and Submit' button below to complete the process. Otherwise, click 'Cancel'.

Is this a changed/corrected application? ☒ Yes ☐ No

Previous Grant Tracking Number:

**Sign and Submit**   Cancel

# Tracking Your Application Submission



# After Submitting Your Application

- Make sure you receive an on-screen confirmation receipt
- Document your Grants.gov Tracking Number (GRANTXXXXXXXX)
- The date/time stamp is the official time of submission
- Applicant AOR will also receive items above via email confirmations

# Submission Confirmation Messages

## Grants.gov Submission Receipt Email

- Your application has been received by Grants.gov
- Grants.gov E-mail Verifying Receipt (*with Track My Application URL*)

## Grants.gov Submission Validation or Rejection Email

- Grants.gov E-mail Verifying Successful Submission
- **OR** Rejection Due to Errors with a description of issue

## Transmission to Agency

- The Agency has received the Agency Retrieval Email from Grants.gov

## Agency Emails

- The Agency may also send you an agency tracking number, notes, or other confirmation emails

# Tracking Your Application

## Details Tab of Submitted Workspace

HOMELEARN GRANTSSEARCH GRANTSAPPLICANTSGRANTORSYSTEM-TO-SYSTEMFORMSCONNECTSUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

CreatedForms PassedCompleted and Notified AORSubmittedAgency Received

«Back?

OPPORTUNITY-GG-T1306 - PKG00037387  
Full PDF view from Manage Workspaces  
IVV Test Agency

Application Filing Name: Workspace-Full PDF view from Manage Workspaces [Edit Name]

Workspace ID: WS00018494Workspace Status: SubmittedOpening Date: Jul 02, 2019Closing Date: Jul 31, 2019

AOR Status: Workspace has AORLast Submitted Date: Jul 02, 2019SAM Expiration Date: Jan 01, 2025

UEI: 00000000000000

FORMSVIEW APPLICATIONATTACHMENTSPARTICIPANTSACTIVITYDETAILS

Workspace Details:

DUNS: 00000000000000Created on: Jul 02, 2019

Organization: ITS Test DUNSLast Activity Date: Jul 02, 2019

Package Details:

CFDA: 10.001 – Agricultural Research Basic and Applied Research

Competition ID – Title: 45 – Full PDF view from Manage Workspaces

Contact Information: Testing My Testing  
test  
E-mail: test360.2014@gmail.com  
Phone: 6789587999999

Workspace Grant Tracking Numbers:

Export Detailed Data?

1-1 of 1 Records


Grants.gov Number	Date/Time Received	Status	Status Date	Submitted By	Agency Tracking Number	Actions (Click Details to Download)
GRANT10606662	Jul 02, 2019 06:53:17 AM EDT	Validated	Jul 02, 2019 06:53:28 AM EDT	Testing My Testing	---	Details

1-1 of 1 Records

Track your application status and information by accessing the **Details tab** of the submitted Workspace

Click on the **Details** link to view the Submission Details

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# Tracking Your Application

## Submission Details of Submitted Workspace

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace > Submission Details

### SUBMISSION DETAILS

« Back ?

**Submission Details:**

Grant Tracking Number:	GRANT1060662	UEI:	0000000000000
Submission Method:	Workspace – WS00018494	AOR Name:	Testing My Testing
Funding Opportunity Number – Title:	OPPORTUNITY-GG-T1306 – Full PDF view from Manage Workspaces	Application Filing Name:	Workspace-Full PDF view from Manage Workspaces
CFDA:	10.001 – Agricultural Research Basic and Applied Research	Requested Amount:	\$78
Competition ID – Title:	45 – Full PDF view from Manage Workspaces	Agency Tracking Number:	---
Opportunity Package ID:	PKG00037387	Status:	Validated
Date/Time Received:	Jul 02, 2019 06:53:17 AM EDT	Status Date/Time:	Jul 02, 2019 06:53:28 AM EDT

**Submission Forms/Attachments Received:**

Download ZIP » Download Full PDF »

Form Name/Attachment File Name	File Size
FORM: SF424 (R & R) [V3.0]	
▼ FORM: Attachments [V1.2]	
AttachmentForm_1_2-ATT1-1234-WS00010948-Standardized_Work_Plan-V1.0.pdf	198.3 KB
AttachmentForm_1_2-ATT2-1235-WS00016662-BudgetNarrativeAttachments_1_2-V1.2.pdf	197.9 KB

**Download ZIP**  
provides a zip file of  
the submission

**Download Full PDF**  
provides a single PDF  
file of the submission



# Tracking Your Application

## Track My Application Page

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Track My Application

### TRACK MY APPLICATION

**GRANT APPLICATIONS**

- » How to Apply for Grants
- » Track My Application

**APPLICANT RESOURCES**

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

Track and check the status of your submitted applications

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Track" button. (Example format: GRANT99999999)

Help: Support Center  
Contact the Grants.gov Support Center to get help from a representative.  
Email us at [support@grants.gov](mailto:support@grants.gov) or visit our Support page.

Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.

May also track application status by entering Grant Tracking Number.

Status information:

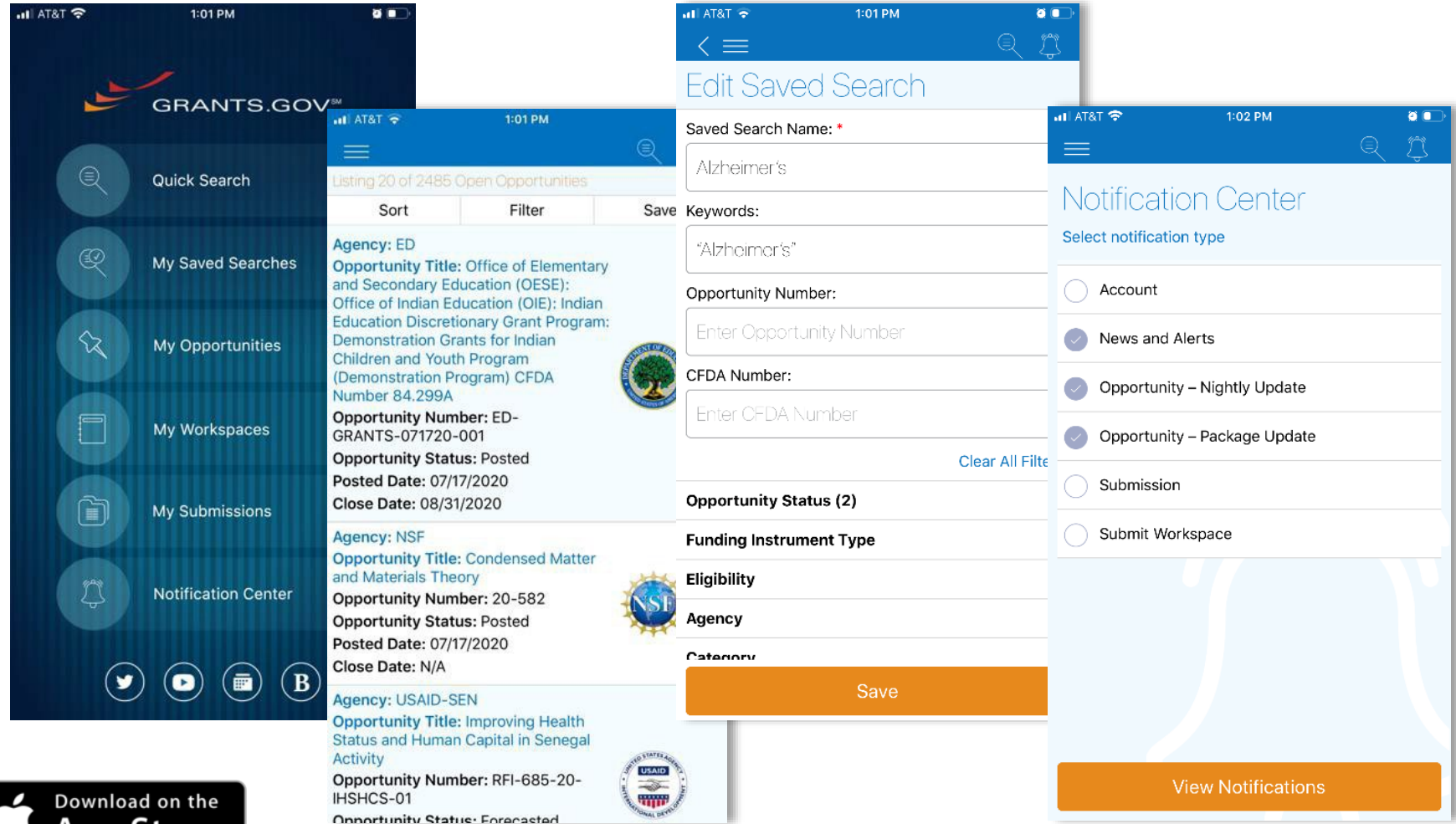
- Received
- Validated
- Rejected with Errors
- Retrieved by Agency
- Agency Tracking Number Assigned

# Grants.gov Mobile App

# Download the Mobile App

## Key Actions

- Search for grants on the go
- Add and edit Saved Search queries
- Receive Notifications about new opportunities and submitted applications
- Submit completed applications within the app
- Available on Google Play and Apple's App Store



# Tips for Applicants



# Tips for Applicants

## Crafting Grant Proposals and Submitting Applications

- Register and submit early
- Thoroughly read and follow all of the instructions provided by the agency
- Fill out SF-424 forms first
- Include sufficient program and budget details
- Recommend completing the optional forms in the application
- Limit application file size / file name characters (50 characters or less)
- Use only UTF-8 characters in file names
- Use correct UEI (Unique Entity Identifier) when creating a workspace
- Make sure you have Grants.gov **compatible PDF software (Adobe Reader)**

# Connect with Grants.gov

Applicant Support Center available 24/7 (closed on Federal holidays)

[support@grants.gov](mailto:support@grants.gov) | 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)



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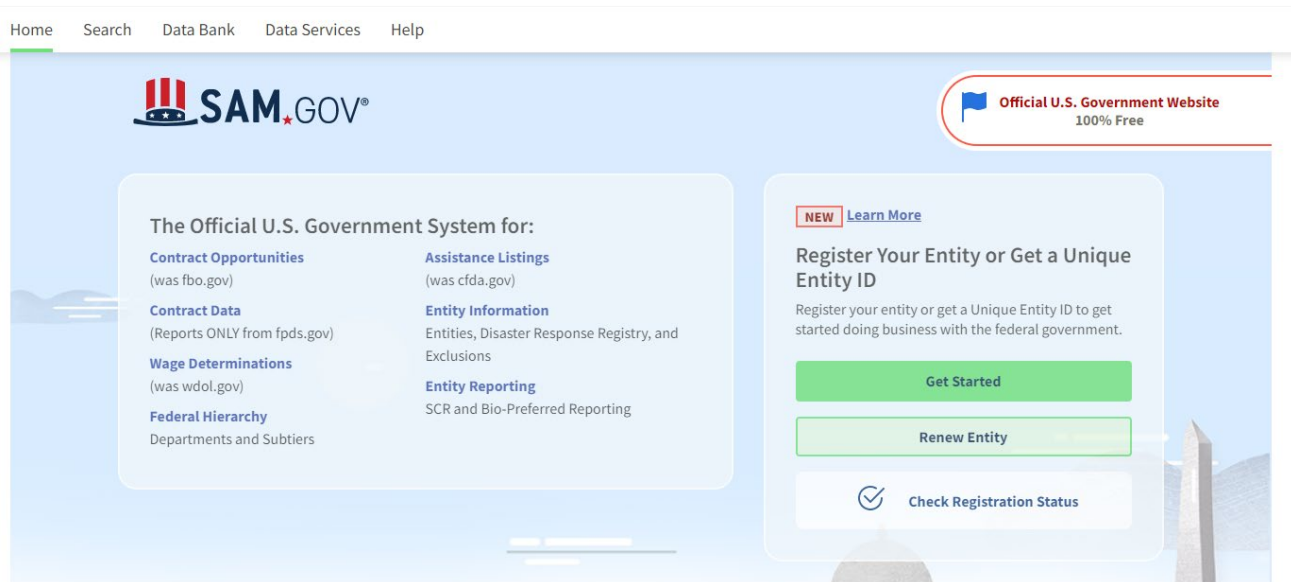
Bookmark our  
[Online Help](#)



Email Newsletter & Alerts:  
[Community@grants.gov](mailto:Community@grants.gov)

# SAM Registration

- Required per Title 2 Code of Federal Regulation (CFR) Part 25
- Visit <https://sam.gov/> to register
- Complete a *full* SAM Registration
  - Including Representations and Certifications



# SAM Registration

- SAM is a General Services Administration (GSA) site
- Help link – bottom of each page
- Search FAQs – Find Guides
- Use Live Chat or call for assistance



Questions





# Let's Connect!

Carolyn (Carol) Wetuski

Program Development Specialist /  
RWIN Lead

Innovation Center-Strategic  
Engagement Division

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[www.rd.usda.gov/rwin](http://www.rd.usda.gov/rwin)

Next Workshop:

RWIN Grants Workshop –

Part 2

April 28, 2022, at 3:00 pm ET





**[www.rd.usda.gov](http://www.rd.usda.gov)**

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